

3 November 1955

MEMORANDUM FOR: Training Liaison Officers (for distribution)

SUBJECT: Applications for External Training

REFERENCES: (a) CIA Regula [redacted]  
(b) CIA Notice [redacted]  
(c) TR Catalog of Courses No. 100-1, December 1954  
(d) Memo to TLO's from DTR, dtd 29 Oct 54, subject:  
Selection Procedures for Full-Time External  
Training  
(e) Memo to DDI, DDP, DDS, from DTR, dtd 3 Mar 55,  
subject: Advanced Management Training Courses

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1. In order that applications for certain external training may be given proper consideration, it is essential that they reach the Office of Training not later than the dates shown below. OTR cannot guarantee to consider any applications received after these dates.

Advanced Management Programs

Harvard University	1 November	(12 weeks beginning 23 Feb)
	15 April	(12 weeks beginning 12 Sep)
Stanford University	1 March	(9 weeks beginning 18 June)
University of Pittsburgh	15 January	(8 weeks beginning 12 Mar)
Columbia University	1 March	(2 weeks beginning 10 June)
	1 March	(4 weeks beginning 12 Aug)
Cornell University	1 March	(6 weeks beginning 11 July)
Indiana University	1 April	(2 summers, 3 weeks each beginning 14 June)
University of Washington	1 March	(6 weeks beginning 11 June)
Northwestern University	1 March	(2 weeks beginning 8 July)
	1 April	(2 weeks beginning 12 Aug)

Senior Defense Colleges

National War College	15 December	(10 months beginning 17 Aug)
Industrial College of the Armed Forces	15 December	(10 months beginning 17 Aug)
Air War College	15 December	(10 months beginning 13 Aug)
Army War College	15 December	(10 months beginning 17 Aug)

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Naval War College  
Armed Forces Staff  
College

15 December (10 months beginning 17 Aug)  
1 November (5 months beginning 6 Feb)  
15 April (5 months beginning 20 Aug)

Overseas Programs

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[redacted]  
All other overseas  
programs

15 December (2 years beginning in Aug)  
1 February

Courses in Local Schools

Fall Semester 1 September  
Spring Semester 1 January  
Summer Session 1 June

2. Information on required supporting data and procedures may be  
obtained from referenced material or by calling Mr. [redacted]  
extension [redacted]

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3. Each applicant should allow not less than two weeks, and preferably  
more, for his application to reach OTR after being forwarded by the major  
component to which he belongs.

[redacted]

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/ MATTHEW BAIRD  
Director of Training